

EPA/OPP MICROBIOLOGY LABORATORY
ESC, Ft. Meade, MD

Standard Operating Procedure
for
Calibration and Maintenance of Timers

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TABLE OF CONTENTS

<u>Contents</u>	<u>Page Number</u>
1.0 SCOPE AND APPLICATION.....	2
2.0 DEFINITIONS.....	2
3.0 HEALTH AND SAFETY.....	2
4.0 CAUTIONS.....	2
5.0 INTERFERENCES.....	2
6.0 PERSONNEL QUALIFICATIONS.....	2
7.0 SPECIAL APPARATUS AND MATERIALS.....	2
8.0 INSTRUMENT OR METHOD CALIBRATION.....	2
9.0 SAMPLE HANDLING AND STORAGE.....	2
10.0 PROCEDURE AND ANALYSIS.....	2
11.0 DATA ANALYSIS/CALCULATIONS.....	3
12.0 DATA MANAGEMENT/RECORDS MANAGEMENT.....	3
13.0 QUALITY CONTROL.....	3
14.0 NONCONFORMANCE AND CORRECTIVE ACTION.....	3
15.0 REFERENCES.....	3
16.0 FORMS AND DATA SHEETS.....	3

1.0 SCOPE AND APPLICATION:

1.1 This protocol describes the calibration and maintenance of timers.

2.0 DEFINITIONS:

2.1 NIST = National Institute of Standards and Technology

2.2 ISO = International Organization for Standardization

3.0 HEALTH AND SAFETY: Not applicable

4.0 CAUTIONS: None

5.0 INTERFERENCES: None

6.0 PERSONNEL QUALIFICATIONS:

6.1 Personnel must be familiar with the Operation Manuals for the timers.

7.0 SPECIAL APPARATUS AND MATERIALS:

7.1 Timer # 1: VWR Scientific Digital Bench Timer. Serial number 221110531.

7.2 Timer # 2: VWR Scientific Digital Bench Timer. Serial number 159959.

7.3 Timer # 3: VWR Scientific Digital Bench Timer. Serial number 132951.

7.4 Timer # 4: VWR Scientific Digital Bench Timer. Serial number 21269210.

7.5 Timer # 5: VWR Scientific Digital Bench Timer. Serial number 21185949.

7.6 Timer # 6: VWR Scientific Digital Bench Timer. Serial number 21269216.

8.0 INSTRUMENT OR METHOD CALIBRATION: Not applicable

9.0 SAMPLE HANDLING AND STORAGE: Not applicable

10.0 PROCEDURE AND ANALYSIS:

10.1 Calibration of the timers, against NIST traceable standards, is performed annually

by a certification company which is an ISO 9001/9002 Quality Certified Company.

- 10.2 Follow instructions, provided by the manufacturer, for the operation and cleaning of each timer (see refs. 15.1 and 15.2).

11.0 DATA ANALYSIS/CALCULATIONS: None

12.0 DATA MANAGEMENT/RECORDS MANAGEMENT:

- 12.1 The calibration certificates are filed and maintained in notebooks kept in secure file cabinets in the room D217. Only authorized personnel have access to the secure files. Archived data is subject to OPP's official retention schedule contained in SOP ADM-03, Records and Archives.

13.0 QUALITY CONTROL:

- 13.1 Annual certification records are maintained, and for quality control purposes, the certification information is documented on the appropriate form (see 16.1).

14.0 NONCONFORMANCE AND CORRECTIVE ACTION: None

15.0 REFERENCES:

- 15.1 Operation Manuals for VWR Timers.

16.0 FORMS AND DATA SHEETS:

- 16.1 Timer Certification Record Form

Timer Certification Record

OPP Microbiology Laboratory

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* Calibration certificates are archived in notebooks and can be found in Room D217 in secure file cabinets.